

## APPENDIX N

### Sample Subpoena

Subpoenas are issued to require that witnesses attend a hearing or that documents be produced. Prior to requesting a subpoena, parties are expected to have reviewed the pertinent regulations, as well as Chapter 4 of the Immigration Court Practice Manual (Hearings before Immigration Judges).

**United States Department of Justice  
Executive Office for Immigration Review  
Immigration Court  
[the court's location (city or town) and state]**

#### SUBPOENA

In the Matter of: [the respondent's name and A number]      Date: \_\_\_\_\_

To:      [the name and address of the individual being subpoenaed]

**[If testifying in court]**

Pursuant to 8 C.F.R. § 1003.35(b), you are hereby commanded to appear before Immigration Judge [name] at [the court's address] on [the date and time of the hearing] to give testimony in connection with the [removal, deportation, etc.] proceedings being conducted under the authority of the Immigration and Nationality Act, relating to [the respondent's name], concerning [the topic(s) of testimony].

**[If testifying by telephone]**

Pursuant to 8 C.F.R. § 1003.35(b), you are hereby commanded to give telephonic testimony before Immigration Judge [name] on [the date and time of hearing] in connection with the [removal, deportation, etc.] proceedings being conducted under the authority of the Immigration and Nationality Act, relating to [the respondent's name], concerning [the topic(s) of testimony].

**[If necessary]**

You are further commanded to bring with you the following items: [books, papers, documents, etc.].

\_\_\_\_\_  
[name]  
Immigration Judge

**RETURN ON SERVICE OF SUBPOENA**

I hereby certify that on the \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_, I served the above subpoena on the

witness named above by \_\_\_\_\_

(specify type of service)

\_\_\_\_\_.

\_\_\_\_\_  
(Name)

\_\_\_\_\_  
(Title)